

REGISTERING IN TAP

TAXPAYER ACCESS POINT (TAP)

(Registration is a one-time occurrence for you to access TAP)

If you are an existing user there is no need to register again just login (username, password, authorization code and click trust this computer.)

IMPORTANT: (only if you are on a computer you trust i.e. work computer, not a public computer, will you check "Trust This Computer" box.)

Go to the TAP website at <https://revenue.mt.gov> Click **"TAP Login"**
(you can add this website to your favorites)

Click **"Sign Up Now"** to register.

Menu

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Welcome to Taxpayer Access Point (TAP)

Individual

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- *NEW* Verify Return

Business

- Add Power of Attorney
- Request Account
- File PT-AGR
- File PT-STM
- Tax Certificate Application
- *NEW* File Upload

Unclaimed Property
Click for Cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

Liquor

- Liquor Pricing Calculators
- License Search
- Retrieve a Saved Application
- Beer/Wine Label Search
- Temporary Authority Search

LOGIN [Forgot my Password](#)

Username Required

Password Required

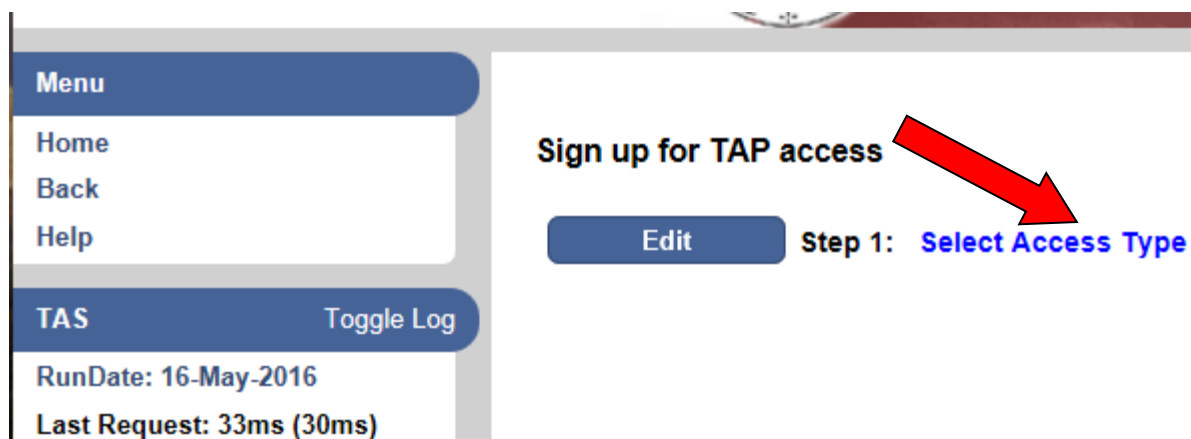
Authorization Code:

☐ Trust This Computer

SIGN UP FOR ACCOUNT ACCESS

- [Who Can Use TAP Login Access?](#)
- [DOR - Individual, Business, Liquor](#)
- [DOJ - Gambling Control Division](#)

Click **"Select Access Type"**.



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TAS Toggle Log

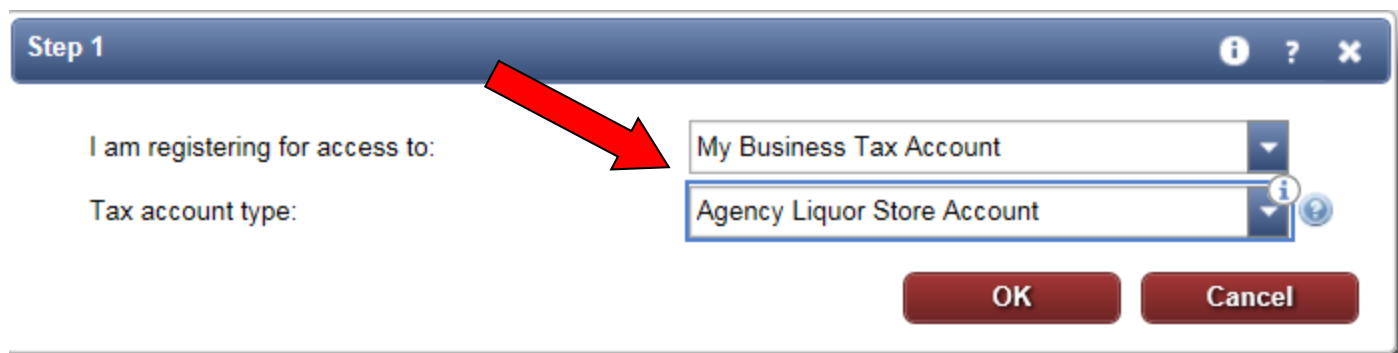
RunDate: 16-May-2016

Last Request: 33ms (30ms)

Sign up for TAP access

Edit Step 1: **Select Access Type**

Click drop down arrow and select **"My Business Tax Account"** and Click the other drop down arrow and select **"Agency Liquor Store Account"**. Click **"Ok"**



Step 1

I am registering for access to:

Tax account type:

My Business Tax Account

Agency Liquor Store Account

OK Cancel



Taxpayer Access Point

Montana Department of Revenue

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TAS Toggle Log

RunDate: 03-Feb-2014

Last Request: 2723ms

Sign up for TAP access

Step 1: **Select Account Type**

Account Type: Agency Liquor Store Account

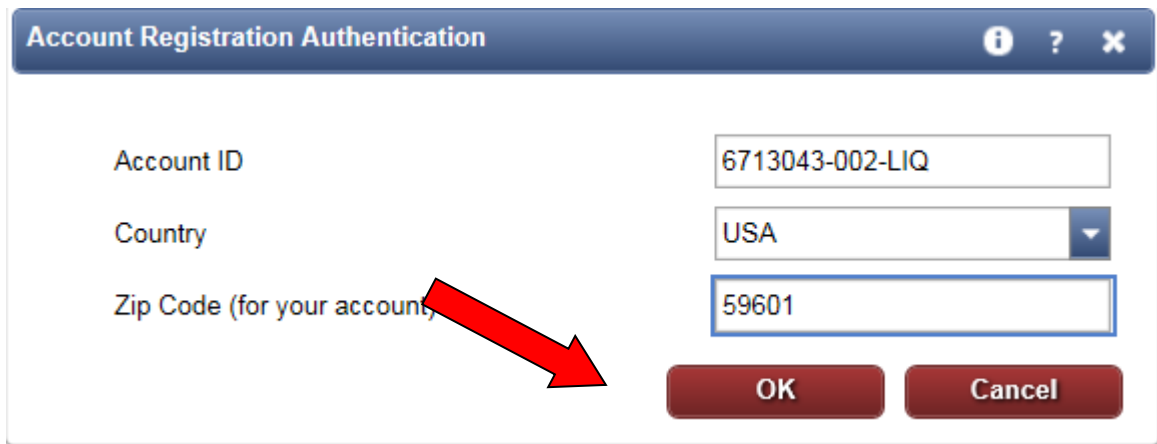
Step 2: **Business Account Registration**

Account ID: LIQ

Step 3: **Profile Information** << Needs Correction

Submit Cancel

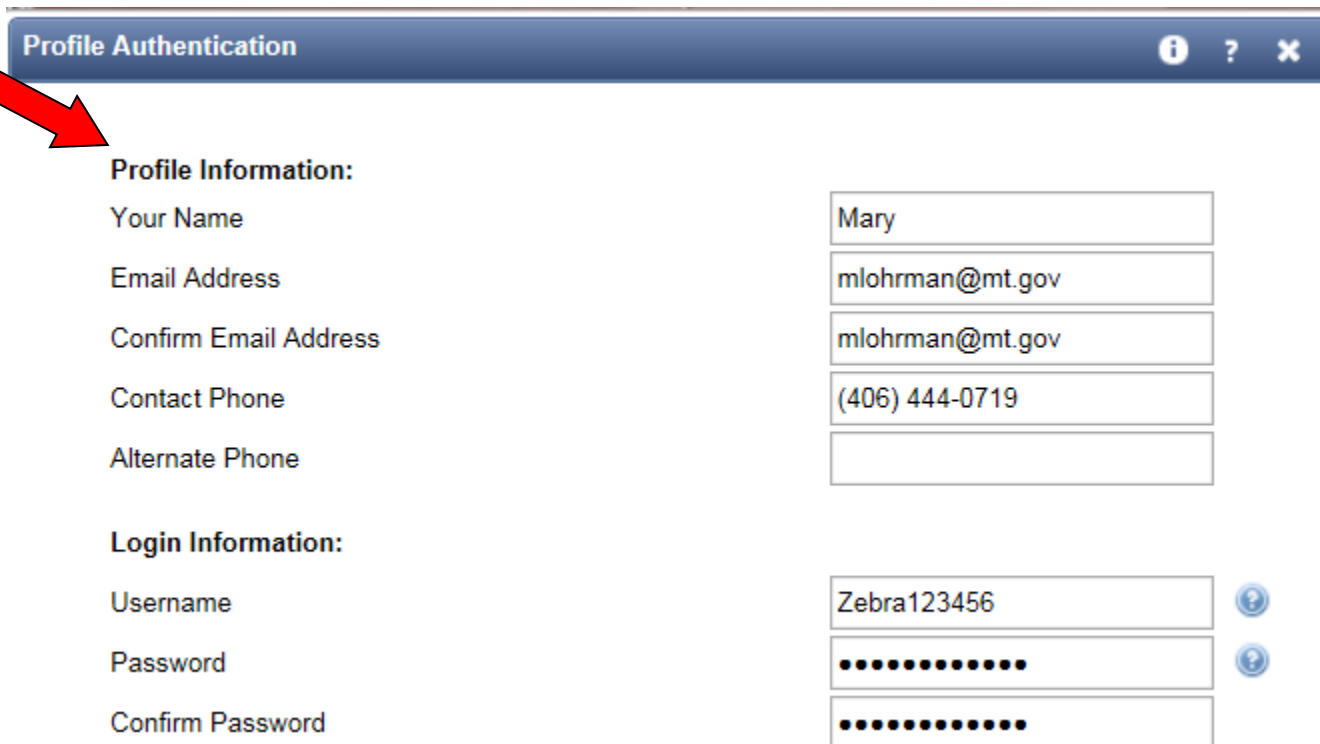
Enter your “Liquor Account Number” (6713043-002-LIQ). We will provide you with your Liquor Account Number if you don’t have it. Enter your mailing address “Zip Code”. Click “Ok”.



The dialog box titled "Account Registration Authentication" contains three input fields: "Account ID" with the value "6713043-002-LIQ", "Country" with a dropdown menu showing "USA", and "Zip Code (for your account)" with the value "59601". A red arrow points to the "Zip Code" field. At the bottom are "OK" and "Cancel" buttons.

Click “Profile Authentication Information”:

Enter the information needed in each “Required” field. The “Username” must be six or more characters for logging in and the “Password” (alpha/numeric) fields which are case sensitive must be six or more characters. “Click OK”



The "Profile Authentication" form is divided into two sections. The "Profile Information:" section includes fields for "Your Name" (Mary), "Email Address" (mlohrman@mt.gov), "Confirm Email Address" (mlohrman@mt.gov), "Contact Phone" ((406) 444-0719), and "Alternate Phone" (empty). The "Login Information:" section includes fields for "Username" (Zebra123456), "Password" (masked with dots), and "Confirm Password" (masked with dots). A red arrow points to the "Profile Information:" section header. Each input field has a help icon (question mark in a circle) to its right.

(Continued)

Complete filling out the profile information. Then retrieve your authorization code from your email and enter it in the code box on the sign up page. Click "Ok".

Secret Question: The secret question and answer will be used to reset your password if you forget it

Secret Question

What city were you born in? ▼

Secret Answer

•••••



Optional: If you would like your initial Authorization Code text messaged to you, please fill out the information below. Note: Standard Text Messaging rates will apply.

Choose the country of your phone number:

USA ▼

Choose your cellular service provider:

▼

Phone Number Receiving Text Message



OK

Cancel

IMPORTANT:

Please remember your User Id (Username) and Password so you can access your TAP account in the future. Write it down somewhere.

Step 4: Click "Yes", then Click the "Submit" button to complete registration.

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TAS Toggle Log

RunDate: 18-Mar-2016
Last Request: 155ms (60ms)

Sign up for TAP access

Completed Step 1: Select Access Type

Account Type: Agency Liquor Store Account

Completed Step 2: Business Account Registration

Account ID: 6713043-002-LIQ

Completed Step 3: Profile Information

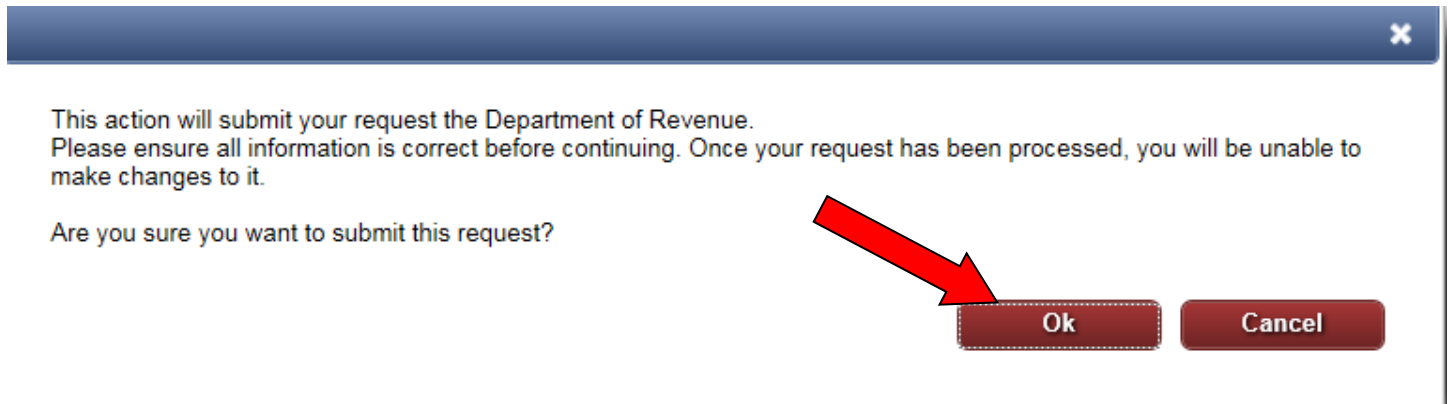
Name: Mary
Email Address: mlohrman@mt.gov
Username: Zebra123456

Step 4: Yes No I declare under penalty of false swearing that the information being submitted in this form is true, correct and complete.

Click the 'Submit' button to complete registration.

Submit Cancel

Click "Ok".



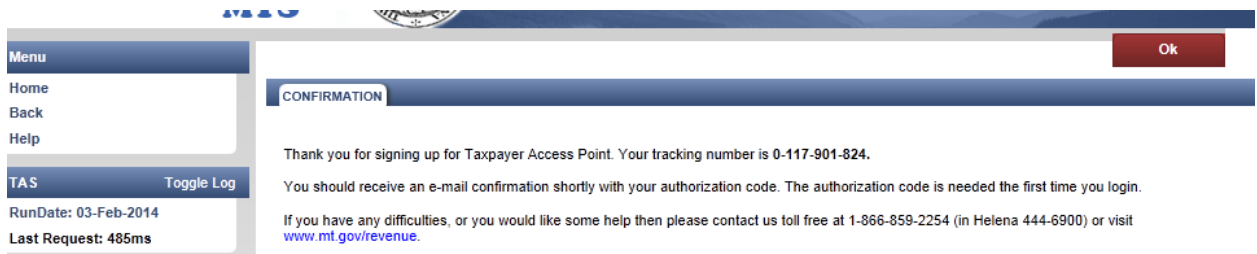
This action will submit your request the Department of Revenue.
Please ensure all information is correct before continuing. Once your request has been processed, you will be unable to make changes to it.

Are you sure you want to submit this request?

Ok Cancel

A red arrow points to the "Ok" button.

Once you Click "Submit" you will get the below Confirmation. Keep record of the tracking number for future reference. Click "Ok" on the Confirmation screen.



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TAS Toggle Log
RunDate: 03-Feb-2014
Last Request: 485ms

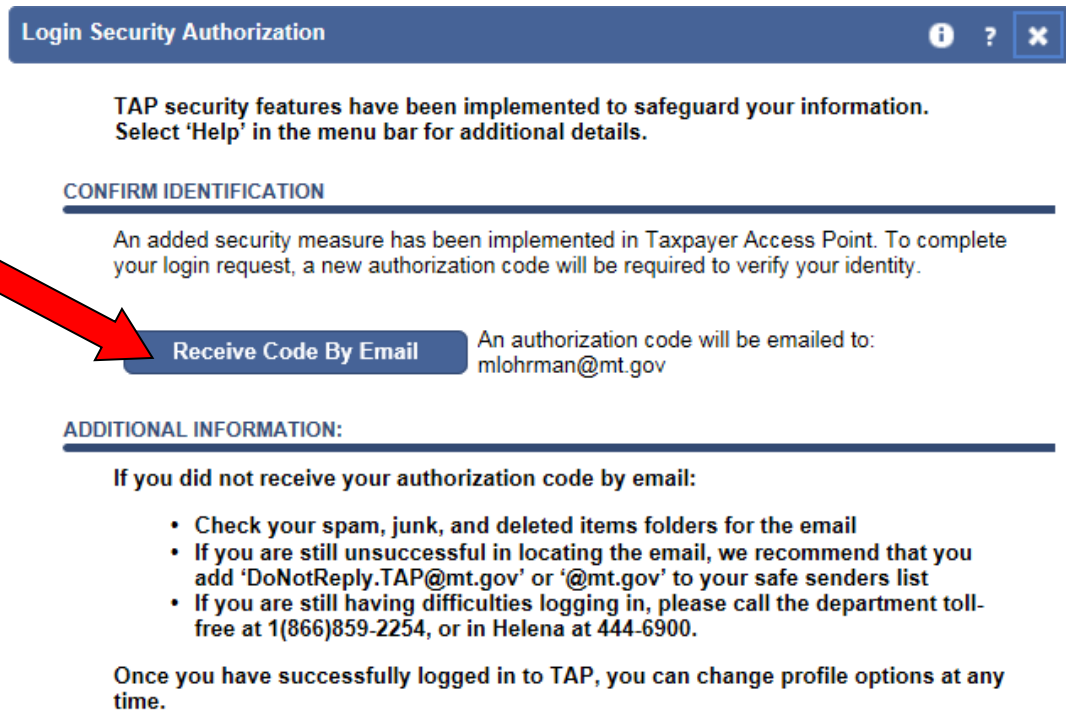
CONFIRMATION

Thank you for signing up for Taxpayer Access Point. Your tracking number is 0-117-901-824.

You should receive an e-mail confirmation shortly with your authorization code. The authorization code is needed the first time you login.

If you have any difficulties, or you would like some help then please contact us toll free at 1-866-859-2254 (in Helena 444-6900) or visit www.mt.gov/revenue.

Ok



Login Security Authorization

TAP security features have been implemented to safeguard your information.
Select 'Help' in the menu bar for additional details.

CONFIRM IDENTIFICATION

An added security measure has been implemented in Taxpayer Access Point. To complete your login request, a new authorization code will be required to verify your identity.

Receive Code By Email An authorization code will be emailed to: mlohrman@mt.gov

ADDITIONAL INFORMATION:

If you did not receive your authorization code by email:

- Check your spam, junk, and deleted items folders for the email
- If you are still unsuccessful in locating the email, we recommend that you add 'DoNotReply.TAP@mt.gov' or '@mt.gov' to your safe senders list
- If you are still having difficulties logging in, please call the department toll-free at 1(866)859-2254, or in Helena at 444-6900.

Once you have successfully logged in to TAP, you can change profile options at any time.

A red arrow points to the "Receive Code By Email" button.

You will be emailed an authorization code (i.e. LW653P). You will need this code to enter TAP.

Example of the emailed Authorization Code:

EMAIL You Will Receive:

DoNotReply.TAP@mt.gov

Thank you for signing up to the Montana Department of Revenue's online services, Taxpayer Access Point (TAP). TAP is a service that allows you to view and manage your accounts with the Montana Department of Revenue online. The first time you log in, the authorization code **LW653P**, will be required. Your User ID is _____.

If you need help logging in, please contact us toll free at (800) 332-6135, option 2 or (in Helena 444-0719) between the hours of 7am and 4pm, Monday through Friday.

Return to the TAP sign on screen and enter the necessary fields. (Username, Password, Authorization Code and "Trust This Computer"). Click "Login"

IMPORTANT: (only if you are on a computer you trust i.e. work computer, not a public computer, will you check "Trust This Computer" box.)

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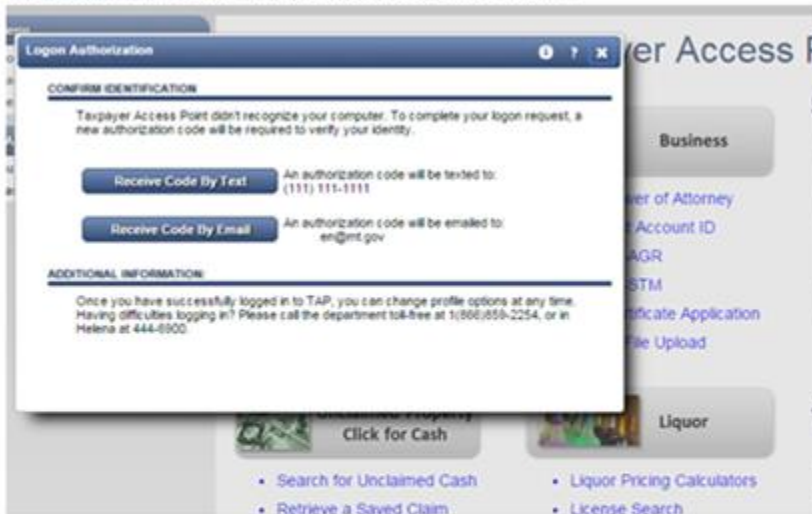
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[Sign up Now!](#)

If you need to redo your authorization code, follow the below instructions:

2. Fill out the username and password and click "Login".



3. Once you select an option, you will receive an authorization code through the appropriate channel.
4. Enter the authorization code into the TAP homepage along with the username and password. Note that you have the option to "Request New Code" in case the original code is lost.

5. Click "Login" and you are taken to the main screen. If the web profile needs to be updated, you will be prompted to do so after the authorization code has been verified and before you are taken to the main screen.

Check the "Trust This Computer" box. IMPORTANT: (only if you are on a computer you trust i.e. work computer, not a public computer, will you check "Trust This Computer" box.)

- Retrieve your authorization code from your email.